

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for [specific position, opportunity, etc.]. Throughout [his/her/their] time at [Organization/School Name], I have had the pleasure of working closely with [him/her/them] and have witnessed [his/her/their] exceptional skills in [specific skills or attributes].

[Provide detailed examples of the candidate's qualifications, experiences, and achievements].

In addition, [Candidate's Name] has demonstrated [mention any soft skills or personal attributes]. I believe [he/she/they] will be a valuable asset to your [team/organization].

Thank you for considering [Candidate's Name] for this opportunity. If you have any further questions, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Title]

CC: [CC Recipient Name 1, Title, Organization]

CC: [CC Recipient Name 2, Title, Organization]

CC: [CC Recipient Name 3, Title, Organization]